



# COMMONWEALTH of VIRGINIA

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Director

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November 19, 2013

## ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: 505-14-RR0001  
Commodity: 55800- Mass Transportation – Rail Vehicles and Systems  
90600-Architectural Services, Professional  
91800-Consulting Services  
92500-Engineering Services, Professional  
96258- Professional Services (Not Otherwise Classified)  
Dated: October 18, 2013  
For Delivery To: Department of Rail and Public Transportation  
Proposal Due: December 18, 2013, at 4:00 p.m.  
Pre-proposal Conference: November 13, 2013

### Attachment A - Scope of Services in the RFP document is hereby changed to read as follows.

- The Advisory Council on Historic Preservation (ACHP) is a federal resource agency that requires coordination in the scoping process. Scoping is referenced on page 63, section 7.3.1 of the RFP. ACHP has been an active participant on the FRA NEPA studies north and south of the RAPS corridor.
- Offerors should assume that references to “DRPT and/or its designated agent” found in the scope of work should be treated as the responsibility of the Offeror and its team.
- Highway design curves are based on the arc definition and not the chord definition as currently listed in section 6.5 “Highway Design Deliverables,” which starts on Page 78. Railroad design curves are based on the chord definition, however, so the previous section 6.4 “Railroad Design Deliverables” is correct.
- DRPT is to receive all source files that this project initiative produces (Word, Excel, GIS, CADD, InDesign, etc.) at milestone intervals determined by DRPT.

### Clarification Questions

See attached responses to all questions received on or before November 19, 2013.

All other information will remain the same.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Regards,

Peter Rigtterink  
Contract Officer  
Phone: 804-371-4056

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

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*[www.drpt.virginia.gov](http://www.drpt.virginia.gov)*

November 19, 2013

505-14-RR0001 - Southeast High Speed Rail Tier II Environmental Impact Statement -  
Richmond Area to Potomac Segment Clarification Responses

1. In response to the statement that a Richmond office is ideal but not required, is the core management team (detailed on page 82) required to be located in Richmond? **Answer:** DRPT's intent is to have consistent, dedicated leadership for the study. DRPT is open to ideas on how offerors feel is the best way to manage the project. DRPT wants the best outcome and does not want to direct offerors on how to manage the project.
2. Is the expectation that the core team, project manager and four leads described on page 83, will be dedicated on a full-time basis to the project? **Answer:** The geographical study terminus is the southern shore of the Potomac River, but areas to the north (including the Long Bridge) will need to be considered during operations modeling, view shed analyses and other elements as appropriate for an EIS.
3. Please describe the methodology by which points will be assigned for the DBE/SWaM goal. **Answer:** DBE/SWaM will be evaluated on a pass/fail basis. The goal for DBE/SWaM is 3%. Therefore, evaluation will be based on the efforts made to achieve this project goal.
4. Is Long Bridge included in the study? **Answer:** The service area will include service to the Northeast Corridor and adjacent areas.
5. The terms of the evaluation criteria are not specified in the RFP. Will the evaluation be the same as the evaluation criteria in the Construction and Professional Services Manual? **Answer:** Please refer to Attachment E - Short List Score Sheet on page 105 of the RFP. Proposals will be scored in accordance with this evaluation criteria.
6. Portions of the contract require Title VI documents. Is there reciprocity between the state agencies, e.g. VDOT, for these forms? **Answer:** No. Due to the size and complexity of this project, Offerors must complete and submit DRPT's Title VI document.
7. Does the 3% DBE goal include both DBE and SWaM certified vendors? **Answer:** No. The 3% goal is for the Federal DBE program. Offerors must put forth their best efforts to utilize DBE/SWaM contractors or sub-contractors.
8. Are the insurance requirements for the primes the same for any subconsultants? **Answer:** DRPT's contract will be with the prime consultant and all insurance requirements relate to the prime with the exception of workman's compensation which is required of the subconsultant. However, it would be prudent and recommended for the prime to require its subs to carry insurance.

9. Please clarify the signature requirements for the A/E forms. For example, should every page of the A-E forms be signed by the Offeror (prime consultant)? If so, should the prime also sign forms completed by each subconsultant (i.e. Form AE-2, AE-4, and AE-5), or would the subconsultants sign their own forms? **Answer:** The prime should sign all forms completed as the prime and is responsible for any content included by sub-consultants.
10. Can we submit more than five projects (form AE-5)? i.e. five for the prime consultant and five for other team member firms? **Answer:** There is a limit of five projects for the entire team.
11. Can we include pages behind each of the AE forms if the information does not all fit within the constraints of each form? **Answer:** Information is limited to the space provided on the forms. Extra pages cannot be included with each form.
12. Is there any exception to the font size requirement for graphics and figures, for example, if we provide those on the AE-6 extra pages? **Answer:** Font size on graphics and figures can be smaller than the 12 point font minimum requirement for the rest of the proposal as long as the font is easily legible.
13. Are covers and tabs included in the page count? **Answer:** Covers and tabs are included in the page count.
14. On page 25, section 3.4.2, the RFP describes Operations Analysis work, but concludes that DRPT is anticipated to hire an independent consultant to prepare the operations analysis. Please clarify the extent of operations analysis to be performed by the consultants under this RFP. **Answer:** DRPT and CSX utilize RTC modeling for testing capacity and operating enhancements. Provided the Offeror has RTC modeling capabilities of the CSX corridor, the Offeror may choose to propose a task to include the improvement modeling and testing of operations. If the Offeror does not have such capabilities, the Offeror may choose to propose a task to include coordination of information and efforts between the Tier II EIS effort and the modeling effort that will be contracted by DRPT under a separate procurement.
15. The RFP states “Full size registration documents and resumes are excluded from the page number restriction” (p.10, Section 5, third paragraph). Are “resumes” defined as the Form AE-4 PERSONNEL QUALIFICATIONS, or can each firm submit key personnel resumes in addition to the AE-4 forms? **Answer:** Key personnel resumes may be submitted to support/compliment information provided in the Form AE-4.
16. Page 10 of the RFP states “All pages are to be 8 ½” x 11” and printed with single-spaced type no smaller than 12 point.” However, the default font size in the AE Forms template is 10 point. Is there a font restriction for the AE forms? Are there font restrictions on the

org chart, captions, and/or graphics? **Answer:** The default font size in the AE Forms template may be retained as 10 point. All other font size for EOI submittal shall be no smaller than 12 point.

17. Will the proposal covers, page dividers, and forms (AE Forms, RFP Cover Sheet, Debarment Forms, Firm Data Sheet, etc.) count toward the 100 page (single-sided) limit?

**Answer:** Yes. All forms and sheets are to be included in the 100 page limit.

18. How should the Offeror/Responding Firm/Prime Firm forms (AE 1 & 1A) be handled if submitting as a Joint Venture? **Answer:** Describe the relationship/ partnership, roles and responsibilities, approval and authority of the parties.

19. Should both firms in the Joint Venture submit as the “Offeror”/”Prime Firm/Consultant” with each submitting their own AE-1 and 1A forms and other required forms requested of solely the “Offeror”/”Prime Firm/Consultant” (RFP Cover Sheet, Debarment for Primary Covered Transactions, Confidentiality and Non-Disclosure Form, prime firm subsidiary/affiliate companies information, etc.) , or should one firm (the lead firm) in the Joint Venture submit as the “Offeror”/”Prime Firm/Responding Firm” and the other firm submit as a “Consultant”? **Answer:** The lead firm should submit as the primary.

20. The following is a list of attendees at the Pre-proposal Conference that occurred on November 13<sup>th</sup>:

<u>NAME</u>	<u>Organization</u>	<u>Phone Number</u>	<u>Email Address</u>
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